

13 May 1955

MEMORANDUM FOR: Chief, Records Management Division, Management Staff

FROM: Chief, D/B

SUBJECT: NIS Reserve Stock Levels

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HQ. RECORDS DIVISION

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ADMIN

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1. This will confirm the agreements reached during our recent discussion relative to the return of NIS to the Records Center, and the disposition of returned NIS elements which are in excess of reserve stock requirements.

2. The quarterly reports on NIS returned to the Records Center during calendar year 1954 indicate that the measures which were taken to effect more selective initial dissemination of NIS have succeeded in bringing the number of elements returned down to what appears to be the irreducible minimum. The quarterly report on the return of NIS to the Records Center may, therefore, be discontinued insofar as D/B is concerned.

3. With respect to the reserve stock of NIS at the Records Center, the press runs for the past year provided for a reserve stock of 125 copies on all areas except combined areas, and for these areas the reserve stock has been 175 copies. The larger reserve for the combined areas now appears to be unnecessary, as the 125 level has proved adequate for all normal requirements, with supplemental dissemination from these reserves being offset to a large extent by return of NIS elements by users who have no further immediate need for them. In view of the cost involved at the Records Center in processing returned NIS elements to the reserve stock the processing of more such elements than is necessary to meet present requirements appears to be unwarranted. It is agreeable to D/B, therefore, for Records Center to destroy any returned NIS elements over and above those required to maintain the reserve stock of each NIS element at a level of 125 copies.

K. A. KNOWLES

D/B/RR:KAK:ah

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25 YEAR RE-REVIEW